

Exceptional change of Routine:

Your child's daycare schedule at the end of the day will be respected (pick-up between 3:45 – 6:00 pm). All daycare students must exit via the main daycare and be signed out by an adult.

Exceptional changes must be made 2 full school days in advance.

Food: Parents are encouraged to provide a healthy, balanced lunch and snack for their child.

For health reasons (including food allergies), the sharing of food is not encouraged.

Since allergic reactions are a concern, we request parents not send their child to school with any products containing peanuts.

Personal items: Children should not bring money or personal items, such as toys and electronic devices, to the Daycare. We are not responsible for any losses should this not be followed.

Homework: Our Daycare follows the MEQ guidelines and offers a mandatory 30 to 45 minutes homework period each day. Our staff does not take responsibility for the completion of your child's assignments; staff is available for assistance but cannot offer one-on-one tutoring. Reading and studying for tests should be done at home.

Daycare and Lunch Program Guidelines

1. We encourage healthy snacks and lunch. Soft drinks are not permitted.
2. Glass bottles or containers are not allowed due to safety.
3. Respect your supervisor, your classmates and yourself.
4. When involved in a situation where aggression is possible: walk away, cool down and speak to a supervisor.
5. Students are not permitted to return to their classrooms for forgotten items during the recess part of lunch and during before and after school daycare times.
6. Money, toys and Electronic Devices are not allowed.
7. Daycare students must report for attendance before participating in any activities scheduled during Daycare time.
8. The supervisors provide balls and other outdoor items to play with, please respect these items and return them to the correct place.
9. Medication is not permitted unless accompanied by a doctor's prescription, and a completed school medication authorization form.
10. The Daycare and Lunch program follow the same guidelines for inappropriate behavior as outlined by the school.
11. Please note - If a child is well enough to come to school then he/she is well enough to play outside.

Daycare Parent User Committee:

- Is formed by the Governing Board upon the request of at least three parents who use this service.
- Is chaired by the Daycare Technician.
- Is an advisory role.
- Provides a forum for Consultations and feedback.
- Transmits suggestions and recommendations to the principal or the Governing Board.
- Is a liaison for all parents who use the daycare service.
- Focuses on the quality of daycare services and may make recommendations in respect to rules of operations, special projects, needed changes or any other aspect of the daycare.
- May contribute to development of innovative projects.
- Will write a year-end-report, and after being reviewed by the principal and the Governing Board will be sent to all parent users

Wilder Penfield Daycare Program

16-17



Coordinator:

Trudy Wilkinson

Telephone: (514) 626-6607

Daycare Program (lunch supervision included)

For students who stay before school, lunch and/or after school.

Wilder Penfield School participates in the Government Funded Subsidized Daycare Program.

The staff ensures the safety of our students and provides a home away from home atmosphere. We treat our children with love, respect and understanding.

Any questions or concerns that you have should be brought to the coordinator's attention. It is very important that concerns or problems not be taken up in front of the children or other parents. We will address each situation discreetly.

*Our morning daycare hours are 7:00 to 8:55AM
Lunchtime is from 12:15 to 1:15PM K ends 1:33pm
After school daycare hours are from 3:30 to 6:00Pm*

Registration: A registration form must be completed for each child in your family/household. Once a parent or legal guardian has signed the registration form, this document becomes a legal contract between the Daycare and the parent.

Registration will not be processed for the new school year until all outstanding accounts with the present or previous school are paid in full.

Please indicate on the daycare registration form the times of expected drop off and pick up. Although we realize that you may not actually know the exact time, please estimate.

Ratio: The ratio in Daycare is 1 - 20

Lunch time: We keep all students with their classmates whether they attend daycare or only stay for lunch.

After-school Daycare: We divide our after school daycare into groups. An educator supervises each group.

Daycare begins at 3.30 pm, students must check in with their educator before attending any after school activities, including helping out their classroom teacher.

The entrance to the daycare is at the front of the school, the door next to the main entrance.

Pick-up from the daycare only starts at 3.45PM so that the children have time to get to their daycare rooms.

Government regulations state that all children must be signed out of Daycare by an adult.

Government Subsidized Fee structure for Daycare:

The parental contribution for regular users (3 or more days covering at least 2 periods 1 being lunch.) is determined annually by MEERS (Ministère de l'Éducation, Enseignement Supérieur et de la Recherche). The exact amount will be determined and post before the start of the new school year. Students who are regular users are entitled to the following:

a) Up to five hours of daycare service during a regular school day.

b) Up to ten hours of daycare service on a professional day.

Drop-in:

Emergency drop-in cost for none registered Daycare users is \$10.55. 1 Emergency Drop in per month permitted per family

Late fees: \$1.00 per minute, per child. We do not offer extended care, after 3 late pick – ups you will be contacted by the Principal to make alternate arrangements.

Payment Method:

- Online payment is preferred
- Interact debit is available in the daycare room.
- Checks are to be made out to Wilder Penfield School & should be dated for 1st or 15th of the month.
- there will be a \$10.00 charge on any cheques returned to us due to insufficient funds.

Income Tax Receipts:

- Income tax receipts will be issued by the end of February to the person who wrote the cheque or made payments.
- Your receipt will include any fees paid between Jan 1st and Dec. 31st of the appropriate tax year.
- Subsidized daycare is not eligible for a Quebec Tax receipt.
- All families will receive a Federal Income Tax receipt.

Changes in reservation:

- We require 2 weeks advanced written notice for any changes or withdrawal from Lunch Program or Daycare services, for billing purposes. There will be a 10.00\$ admin. fee for each change after Sept. 30.

Ped. Days: Our daycare is open most ped days. The daily daycare fee set by the ministry for supervision plus an activity fee will be charged. The activity fee is based on the cost of bussing, entrance fees and/or animation. You will receive an outline of the ped days well in advance of each date in order to register for each day as needed. Please respect the deadline indicated on the form, late registration cannot be accepted. The appropriate student/employee ratio is based on participation. **As per government required hours on a ped day, we will be open from 7:30AM-5:30PM.**